Cache County Council Ordinance and Policy Review Committee
April 25, 2025
Minutes

The Cache County Council Ordinance and Policy Review met in regular session on April 25, 2025 @ 8:30 am, in the County Council Conference Room, Cache County Historic Court House, 199 North Main Street, Logan, Utah 84321

ATTENDANCE

Board Members Present:
Barbara Tidwell – County Council
David Erickson – County Council
Mark Hurd – County Council
Bryson Behm – County Clerk
Matthew Funk – County Auditor
Amy Adams – Director, O&P
Dirk Anderson – Chief Deputy Executive
Jeris Kendall – Deputy Civil Attorney

Board Members Absent:
David Zook – County Executive
Taylor Sorensen – County Attorney
Chad Jensen – County Sheriff

Others in Attendance:
Andrew Erickson – Policy Analyst
Eric Davis – Deputy Attorney
Matt Phillips – Public Works Director
Rod Hammer – County Fire
Wes Bingham – Finance Director
Megan Izatt – Minutes

08:34:00

Call to Order

Tidwell called the meeting to order.

Approval of Minutes
#1 Approval of Minutes for April 11, 2025

Minutes pending.

Items for Initial Consideration
#2 Fleet Management Policy – Discussion

Adams reviewed the reasons for the policy and Davis County's policy.

Staff and **Committee** discussed the maintenance of the checkout fleet vehicles, the number of needed vehicles, and making sure insurance is kept up to date for all equipment and vehicles. A policy will be drafted and brought back for review.

08:52:00

#3 Policy on Interim/Acting Officials – Amy Adams

Adams reviewed a draft policy for interim/acting officials.

Staff and **Committee** discussed stating the appropriate county official instead of county executive on #3, and making sure interim/acting officials follow the approved budget and expenditures from the previous department head/official.

> **ACTION: A motion was made by Erickson to recommend approval for the policy on Interim/Action Officials with the two noted changes regarding appropriate county official and not exceeding expenditures in the budget to the County Council and was seconded by Hurd. The vote in favor was unanimous, 3-0.**

09:15:00

#4 Fire Code Amendments Relating to Residential Developments

Davis reviewed the reason for the code amendment.

Staff and **Committee** discussed required access for subdivisions under fire code and appeals of the fire code for the unincorporated area.

> **ACTION: A motion was made by Erickson to recommend approval for the Fire Code Amendments Relating to Residential Developments to the County Council and was seconded by Hurd. The vote in favor was unanimous, 3-0.**

09:46:00

#5 Ordinance on Pioneering Agreements

Phillips reviewed the suggested language for an ordinance on pioneering agreements.

Staff and **Committee** discussed who should hear/see the pioneering agreement such as planning commission or county council, and the different departments that will have a role in the agreements. This item will be brought back for more discussion.

09:28:00

Pending Items

#6 Personnel Policy and Procedure Manual Amendments:

a. **Section VII.S Termination Pay – Amy Adams**

Adams reviewed Section VII.S Termination Pay and the suggested edits from the last meeting.

> **ACTION: A motion was made by Erickson to recommend approval for the Section VII.S Termination Pay to the County Council and was seconded by Hurd. The vote in favor was unanimous, 3-0.**

#7 Debt Management Policy – Wes Bingham

Will be discussed at a future meeting.

09:32:00

#8 Addressing Surveying Needs

A. Erickson reviewed the direction received from the County Council for surveying needs and hiring a county surveyor.

Staff and **Committee** discussed availability of an in-house surveyor to complete necessary work, the makeup of the hiring committee, and supervision and delegation of duties. The position will need to be approved by the County Council and the job description will be updated with supervisory information.

09:45:00

Items on Hold

#9 Purchasing Policy

Still being worked on and will be brought to the Committee at a future meeting.

Next Scheduled Meeting:

May 9, 2025 at 8:30 a.m.

9:58:00

1 **Adjourned.**